

Environmental Technician



Job Code: 3272
Grade: 125
Reports to: Planner III
Salary Range: \$42,999 - \$65,804
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs technical work planning, managing, and implementing environmental programs and policies; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs work in conformity with established environmental programs and policies and in compliance with other pertinent regulations, with latitude for independent judgment within established guidelines. Work is performed under regular supervision. Work is reviewed based on conferences, reports, and observation and evaluation of results achieved.

ESSENTIAL FUNCTIONS

Managing, reviewing, and inspecting public and private stormwater management facilities and drainage projects; planning, managing, and implementing environmental programs and policies; enforcing environmental and development codes; conducting research; preparing and maintaining appropriate reports, files, and records.

EXAMPLES OF WORK

- Conducts inspections and assessments of stormwater management facilities.
- Inspects and reports notifications of illicit discharges.
- Provides staff support for implementation of National Pollutant Discharge (NPDES) Phase II permit requirements.
- Assists in the prioritization, assessment, design, and implementation of watershed studies, stormwater management retrofit projects, and stream restoration projects.
- Assists in the development and implementation of Environmental Management Systems and pollution prevention.
- Assists in Environmental Services outreach programs including stream cleanups, storm drain stenciling projects, wetlands and tree planting projects, stream monitoring, etc.
- Provides research and support for ordinance and regulation revisions.
- Makes reports and keeps records regarding inspections.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of the principles and practices of environmental management, forest conservation, stormwater management, and stream restoration.
- Knowledge of modern methods and techniques as applied to the design of stormwater and drainage projects.
- Knowledge of applicable Federal, State, and local laws and regulations.
- Ability to research and organize facts and present them in a simple and clearly written form.
- Ability to communicate and present complete ideas effectively, orally and in writing.
- Ability to plan, organize, and prioritize projects and tasks efficiently and effectively in order to meet deadlines.

- Ability to gather, interpret, analyze, and compile information and pertinent data and prepare and present accurate and reliable reports and recommendations.
- Ability to make recommendations and sound decisions based on established policies and procedures.
- Ability to establish and follow work procedures.
- Ability to read and interpret plans, designs, and specifications and to ensure compliance with appropriate codes and regulations.
- Ability to operate standard office equipment.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
- Ability to interact professionally and cooperatively and establish and maintain productive and effective working relationships with coworkers, public and private representatives, contractors, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; prefer graduation from an accredited college or university with a Bachelor's Degree in Environmental Management, Environmental Engineering, Natural Resources Management, Stormwater Management, or closely related field. At least three (3) years of environmental management and/or inspection experience demonstrating broad knowledge of environmental standards and applicable City codes and ordinances; or any equivalent combination of education, training, and experience.

WORK HOURS

Requires 40 hours in a standard workweek.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, walking, fingering, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, noise, hazards, and atmospheric conditions.

ADDITIONAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- Possession of OSHA 29 CFR 1910.146 Permit-Required Confined Space standard.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

ACKNOWLEDGMENT OF CLASS SPECIFICATION

I acknowledge that I have read the class specification and requirements for the Environmental Technician position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes ☐ No

Employee Signature

Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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